



## Resources Following Notice of Layoff

**You probably have questions about how layoff affects you and your benefits, now and in the future. You may want to know:**

- If I am laid off, how will accumulated sick, annual, compensatory and floating holiday time be paid?
- What happens to my benefit coverage if I am laid off?
- If I am laid off, am I eligible for unemployment benefits?
- What should I do about the money in the NH Retirement System?
- What will happen to any contributions I have made to deferred compensation?
- What happens to my Flexible Spending Account?
- What happens to my Health Reimbursement Arrangement?
- What about my life insurance or other insurance paid through payroll deductions?

Answers to these and other frequently asked questions about the layoff process and how it affects you as a State employees can be found at the Division of Personnel web page online at <https://das.nh.gov/hr/LayoffInformation.html>. Also, detailed benefits information and program contact information are available online at <https://das.nh.gov/hr/benefits.html>

If you will be applying for unemployment benefits, whether you apply in person or online, you will need detailed information covering dates of employment and amounts of compensation, as well as employer contact information.

We encourage you to review update and print your current internal online profile. These documents will be helpful in creating your external profile when applying for other state job opportunities. Please be sure to save copies of any attachments such as college transcripts, resume, reference, etc. having copies of your employment history and job description (sjd) will be helpful in completing your profile.

There is a wealth of information about supportive services available at the Department of Employment Security's web page, including how to access a variety of statewide and community programs and services. Visit online at <https://www.nhes.nh.gov/services/job-seekers/index.htm>

Be sure your agency has your correct mailing address (including email if you have it) and phone number. If that information changes, be sure to provide it to your agency's human resources/payroll staff.

**Information you will want to keep for future employment contacts:**

Your job title: \_\_\_\_\_

Name of your agency and division: \_\_\_\_\_

Agency address: \_\_\_\_\_

Agency phone: \_\_\_\_\_

Agency email address: \_\_\_\_\_

Your supervisor: \_\_\_\_\_

Your supervisor's phone: \_\_\_\_\_

Human Resources/Payroll Contact: \_\_\_\_\_

Human Resources/Payroll Phone: \_\_\_\_\_